



Communicating effectively in professional situations

Enhancing oral and written communication in professional situations

Objectives:

- Establishing and maintaining a relationship with the audience
- Investigating through questioning and rephrasing
- Make yourself better understood by the speaker
- Use your body language and vocal resources to be more convincing
- Avoiding common mistakes and pitfalls to create effective written support for oral presentations

Contents:

Identifying the challenges of effective professional communication

- The challenges of day-to-day corporate communication
- The responsibility of the sender of the message: the leakage diagram
- Framing the relationship: questions to ask yourself

Structuring effective professional writing and speaking

- Importance and urgency: time for reflection
- A few questions to help you prepare
- Different types of plan possible - The 7 C's rule

Adopting good writing practices on a daily basis

Designing a dynamic and convincing presentation

- The challenges of PowerPoint presentations in business
- The rules for designing a persuasive presentation

Develop your speaking skills in the most common professional situations

- The keys to physical presence: posture, body language, occupation of space
- A voice with impact: volume, intonation, articulation, delivery
- Effective self-presentation: eye contact, 3-sentence summary

Duration: 2 days

Public and prerequisites: All audiences - no prerequisites

Price: Upon request

Quilotoa learning method:

Based on theatrical techniques, active and practical, it aims to give each participant the autonomy that is essential for lasting progress. Theoretical points of reference, passed on interactively, complement the practical exercises to help participants grasp the material.

Assessment:

Ongoing assessment: as the course progresses, during the various simulations.

At the end of the course: on a summary exercise.

After the course: via an online form.

People with disabilities:

Our head office welcomes people with reduced mobility.

For further information, please contact our disability officer :

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